

§ 301-10.453

§ 301-10.453 What is my liability for unauthorized use of a rental automobile obtained with Government funds?

You are responsible for any additional cost resulting from the unauthorized use of a commercial rental automobile for other than official travel-related purposes.

PART 301-11—PER DIEM EXPENSES

Subpart A—General Rules

Sec.

- 301-11.1 When am I eligible for an allowance (per diem or actual expense)?
- 301-11.2 Will I be reimbursed for per diem expenses if my official travel is 12 hours or less?
- 301-11.3 Must my agency pay an allowance (either a per diem allowance or actual expense)?
- 301-11.4 May I be reimbursed actual expense and per diem on the same trip?
- 301-11.5 How will my per diem expenses be reimbursed?
- 301-11.6 Where do I find maximum per diem and actual expense rates?
- 301-11.7 What determines my maximum per diem reimbursement rate?
- 301-11.8 What is the maximum per diem rate I will receive if lodging is not available at my TDY location?
- 301-11.9 When does per diem or actual expense entitlement start/stop?
- 301-11.10 Am I required to record departure/arrival dates and times on my travel claim?
- 301-11.11 How do I make my lodging reservations?
- 301-11.12 How does the type of lodging I select affect my reimbursement?
- 301-11.13 How does sharing a room with another person affect my per diem reimbursement?
- 301-11.14 How is my daily lodging rate computed when I rent lodging on a long-term basis?
- 301-11.15 What expenses may be considered part of the daily lodging cost when I rent on a long-term basis?
- 301-11.16 What reimbursement will I receive if I prepay my lodging expenses and my TDY is curtailed, canceled, or interrupted for official purposes or for other reasons beyond my control that are acceptable to my agency?
- 301-11.17 If my agency authorizes per diem reimbursement, will it reduce my M&IE allowance for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?

41 CFR Ch. 301 (7-1-07 Edition)

- 301-11.18 What M&IE rate will I receive if a meal(s) is furnished by the Government or is included in the registration fee?
- 301-11.19 How is my per diem calculated when I travel across the international dateline (IDL)?
- 301-11.20 May my agency authorize a rest period for me while I am traveling?
- 301-11.21 Will I be reimbursed for per diem or actual expenses on leave or non-workdays (weekend, legal Federal Government holiday, or other scheduled non-workdays) while I am on official travel?
- 301-11.22 Am I entitled to per diem or actual expense reimbursement if I am required to return to my official station on a non-workday?
- 301-11.23 Are there any other circumstances when my agency may reimburse me to return home or to my official station for non-workdays during a TDY assignment?
- 301-11.24 What reimbursement will I receive if I voluntarily return home or to my official station on non-workdays during my TDY assignment?
- 301-11.25 Must I provide receipts to substantiate my claimed travel expenses?
- 301-11.26 How do I get a per diem rate increased?
- 301-11.27 Are taxes included in the lodging portion of the Government per diem rate?
- 301-11.28 As a traveler on official business, am I required to pay applicable lodging taxes?
- 301-11.29 Are lodging facilities required to accept a generic federal, state or local tax exempt certificate?
- 301-11.30 What is my option if the Government lodging rate exceeds my lodging reimbursement?
- 301-11.31 Are laundry, cleaning and pressing of clothing expenses reimbursable?
- 301-11.32 May I be reimbursed for an advance room deposit in situations where a lodging facility requires the payment of a deposit, prior to the beginning of my scheduled official travel?

Subpart B—Lodgings-Plus Per Diem

- 301-11.100 What will I be paid for lodging under Lodgings-plus per diem?
- 301-11.101 What allowance will I be paid for M&IE?
- 301-11.102 What is the applicable M&IE rate?

Subpart C—Reduced Per Diem

- 301-11.200 Under what circumstances may my agency prescribe a reduced per diem rate lower than the prescribed maximum?